



**Administrative Assistant
Part-time Floater – All City Departments**

Type: Part-time Unclassified

Starting Salary: \$20.03 (Not negotiable)

Reports to: Finance Director

Posted Date: December 18, 2019

Deadline: Open Until Filled

Hours of Work: Monday through Friday – 9:00 am to 3:00 pm

The City of Canal Winchester (population 8600) is seeking applicants for the part-time position of Administrative Assistant. Canal Winchester is strategically located between Columbus and Lancaster. Canal Winchester has a talented work force, a strong sense of community, quality education and safe neighborhoods.

General Duties:

Under general supervision, this position is responsible for coordinating administrative responsibilities and functions for all city departments. Performs support work such as word processing, creating spreadsheets, desktop publishing, data entry/retrieval and functions that may require interpretation, judgment and determining processes to be used. Answers phones and responds to customer questions.

Peripheral Duties:

- Handles record retention materials and files.
- Relieves Utilities Billing Clerk, Clerk of Council, Clerk of Courts and Community Center.
- Processes city rentals.

Performance Standard: The City of Canal Winchester expects all employees to work together to meet the needs of the community. Employees are expected to lead by example through regular attendance, punctuality and demonstrate the highest level of ethics.

To meet the desired minimum qualifications for this position, you must have:

A High School Diploma and 1-2 years of responsible office work related experience or an equivalent combination of education and experience; Microsoft Office Suite (specifically Word, Excel, Outlook). Ability to learn proprietary software. Preferred Associate's degree in Business Management field

Additional Requirements (e.g. licensure, certifications): Prior to hire, prospective candidates will submit to drug testing and a general background check. Once employed, employees may be subject to random drug testing

To ensure consideration, please email a City of Canal Winchester employment application, cover letter, and resume to nstir@canalwinchesterohio.gov. Cover letter must include how you meet the minimum qualifications. Applications can be found on the City of Canal Winchester website.

An Equal Opportunity Employer